



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND**  
**FREEDOM OF INFORMATION/PRIVACY OFFICE**  
**FORT GEORGE G. MEADE, MARYLAND 20755-5995**

**MAY 29 2019**

Freedom of Information/  
Privacy Office

Ms. Emma Best  
MuckRock News  
DEPT MR 73649  
411A Highland Avenue  
Somerville, MA 02144-2516

Dear Ms. Best:

This is in response to your Freedom of Information Act (FOIA) request of May 21, 2019, requesting documents generated as part of the creation of the FOIA office, whether at the time of creation of the agency or the passage of the FOIA, to include: the instruction to do so from the agency, as well as any guidance from the senior leadership; documents discussing proposals and procedures; any legal guidance or analysis produced or acquired by the agency in response to or as part of the creation of the office; internal documents from the press office, director's office or the newly created FOIA office, reacting to or characterizing the office and its creation. Your request was received in this office on May 22, 2019.

Since additional time is needed to search for the records, we are unable to comply with the statutory 20-day time limit in the processing of your request. Therefore, you may consider this delay an administrative denial of your request. You are not required to provide any correspondence regarding this delay as we will continue processing your request. You will receive an additional response upon the completion of our search. Your agreement to waive the statutory time limit does not prejudice your right to appeal any releasability decision after it is made.

This denial is made on behalf of Major General Gary W. Johnston, Commander, U.S. Army Intelligence and Security Command, who is the Initial Denial Authority in this matter under the FOIA. You may appeal this decision to the Secretary of the Army. If you wish to file an appeal, you should forward it to this office. Your appeal must be postmarked no later than 90 calendar days from the date of this letter (excepting Saturdays, Sundays and legal public holidays). The mailing address is:

Commander  
U.S. Army Intelligence and Security Command  
Freedom of Information/Privacy Office  
2600 Ernie Pyle Street, Room 3S02-B  
Fort George G. Meade, Maryland 20755-5910

If you have any questions regarding this action, contact this office at 1-866-548-5651 or email the INSCOM FOIA office at: [usarmy.meade.902-mi-grp.mbx.inscom-foia-service-center@mail.mil](mailto:usarmy.meade.902-mi-grp.mbx.inscom-foia-service-center@mail.mil) and refer to case #0804F-19. Please note that you now have the ability to check the status of your



request online via the U.S. Army Records Management and Declassification Agency website: <https://www.foia.army.mil/FACTS/CaseStatus.aspx>. Please refer to FOIA Control Number: FP-19-018396. You may also seek dispute resolution services by contacting the INSCOM FOIA Public Liaison, Mrs. Joanne Benear, at 301-677-7856. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001; email at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770, toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael T. Heaton", is written over the printed name.

Michael T. Heaton  
Director  
Freedom of Information/Privacy Office  
Investigative Records Repository

